

**Indiana PRACTICE TA Contracts
STEP BY STEP PROCESS for FISCAL YEAR 2006
CONTRACTS IN ProTracts (EQIP)**

APPLICATION PHASE (EXISTING CONTRACTS AND 2006 APPLICATIONS)		
Step #	WHO	DOES WHAT
1.	Contract Holder	1) Notifies NRCS they are ready to use a TSP for a practice scheduled in the current year for their Technical Services for an existing, FUNDED EQIP contract or fiscal year 2006 EQIP contract.
2.	NRCS DC	<p>1) Determines the NTE TSP Rates for the practice from TechReg (http://techreg.usda.gov) – print the page and file in the case file.</p> <p>2) Reviews not-to-exceed rates with the Contract Holder.</p> <p>a) Advises the Contract Holder that the TSP they choose must be certified in the appropriate category in TechReg (http://techreg.usda.gov).</p> <p>b) Advises the Contract Holder that TA Services will be paid as follows:</p> <p>i) Reimbursements for Planning (910) are only available for the development of a CNMP and may be requested independent of other TA services, and will be paid upon delivery of the following:</p> <p>(1) Appropriate documents as defined in the Statement of Work for the practice in Section IV of the eFOTG.</p> <p>(2) Bill of Services from the TSP.</p> <p>ii) Reimbursements for Design (911) of the practice may be requested independent of other TA services for non-engineered practices (for engineered practices, 911 + 912 + 913 must be scheduled together), and will be paid upon delivery of the following:</p> <p>(1) Appropriate documents as defined in the Statement of Work for the practice in Section IV of the eFOTG.</p> <p>(2) Bill of Services from the TSP.</p> <p>iii) Reimbursements for Installation (912) and Check Out (913) <u>must be requested together</u>, and will be paid upon delivery of the following:</p> <p>(1) Appropriate documents as defined in the Statement of Work for the practice in Section IV of the eFOTG.</p> <p>(2) Bill of Services from the TSP (for both Installation and Checkout).</p> <p>NOTE: requests for 912 and 913 should accompany bills for installation of the practice (Financial Assistance payments) and should all be processed at the same time.</p> <p>3) If the Contract Holder is still interested, modifies the contract in ProTracts, or adds the practices to the 2006 EQIP application.</p>
3.	AC	<p><u>EXISTING CONTRACT MODIFICATIONS ONLY:</u></p> <p>1) Reviews the modification request in ProTracts.</p> <p>a) If the modification request is incorrect, notifies the NRCS DC.</p> <p>b) If the modification request is correct, e-mails the table distributed through NRCS Indiana Memo "LTP- Availability of Technical Assistance Funds for Technical Service Providers On Environmental Quality Incentives (EQIP) Contracts" issued on January 10, 2006, to Jim Dunaway, Program Coordinator.</p>

MODIFICATION APPROVAL PHASE (EXISTING CONTRACTS ONLY)		
1.	ASTC-P	1) Determines if funds are available a) If FUNDS ARE NOT AVAILABLE: i) Notifies the AC & NRCS DC . b) If FUNDS ARE AVAILABLE: i) Transfers required funds to the appropriate county in ProTracts. i) Notifies AC that funds are available to approve the modification in ProTracts.
2.	AC	1) Approves the modification in ProTracts using the <u>06 TSP TA Fund Code</u> .
3.	NRCS DC	1) Prints the AD-1156 from ProTracts. 2) Signs the AD-1156 . 3) Obtains the Contract Holder's signature.
PRACTICE IMPLEMENTATION PHASE (EXISTING CONTRACTS AND 2006 APPLICATIONS)		
1.	Contract Holder	1) Hires a TSP who is certified to provide the technical assistance for the contracted practice from http://techreg.usda.gov/
2.	TSP	1) Provides the applicable technical assistance activities identified for each practice on the AD-1156 to the Contract Holder as defined in the Statement of Work for the practice in Section IV of the eFOTG.
3.	Contract Holder	1) Provides all of the following to the NRCS DC : a) Practice Design(s) documentation as defined in the Statement of Work for the practice in Section IV of the eFOTG + Invoices for services provided. b) Practice Installation <u>and</u> Practice Check Out documentation as defined in the Statement of Work for the practice in Section IV of the eFOTG + Invoices for services provided.
4.	NRCS DC	1) Verifies that the TSP appears in TechReg under the technical service category of the installed practice. 2) Reviews the Design &/or Installation and Check Out documentation to ensure all items in the Statement of Work have been completed. a) If the documentation is insufficient, notifies the Contract Holder of the deficiency.

PAYMENT PHASE (EXISTING CONTRACTS AND 2006 APPLICATIONS)		
1.	Contract Holder	1) Completes a SF1199A to verify the Direct Deposit information is current and correct.
2.	NRCS DC	1) Certifies the TA payment in ProTracts for each practice (910, 911 and/or 912 and 913). a) Planning Services (910) : In the “ Performance Report ” (Block 15) in ProTracts, enter the statement for Planning of the CNMP: “<TSP Name>, certified TSP, provided the Contract Holder with a written CNMP and certified that it meets NRCS Standards and Specifications”. b) Design Services (911) : In the “ Performance Report ” (Block 15) in ProTracts, enter the statement for Design Assistance: “<TSP Name>, certified TSP, provided the Contract Holder with Practice Design and certified the design meets NRCS Standards and Specifications”. c) Installation and Checkout (912 & 913) : In the “ Performance Report ” (Block 15) in ProTracts, enter the statement for Installation and Checkout Assistance: “<TSP Name>, certified TSP, provided the Contract Holder with Installation and Checkout assistance and certified the practice was installed according to NRCS Standards and Specifications”. 2) Completes “Payment Instructions” in ProTracts. 3) Submits the following to the Area Program Specialist . a) All of the requirements per the Farm Bill Program Payment Process Checklist .
3.	AC	1) Reviews the Payment Packet. 2) Approves the payment in ProTracts. 3) Submits Approved Payment Documents to the NRCS Budget Officer .
4.	NRCS Budget Officer	1) Processes payment through the National Finance Center.